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Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Management Staff

DATE: February 25, 1958

FROM : Chief, Business Machines Service

SUBJECT: Closed-Circuit Television Systems

1. Significant recent improvements in closed-circuit television opens up at least three possibilities for its intra-Agency use.

a. Excellent equipment can be purchased at a reasonable cost (\$2,500 to \$3,500 for a unit system). Operating and maintenance techniques are now simple. Standard fluorescent lighting is now sufficient.

2. The following possibilities are recommended for consideration:

a. Televis and transmit within the Office of the DCI, and others if desired, the briefings held in the Q Building Situation Room.

b. Connect the Office of the DCI with the other Deputy Directors so that a conference between two or all could be held on a face to face basis. The worthwhileness of this would depend on the Director's sense of inadequacy (if any) of the squawk box.

c. In connection with the above two possibilities, the details of secure transmission would have to be specified by the Office of Communications. It is possible to have such security.

d. Place a television camera in the DCI reception room so that he can see his visitor before arrival in his office. (The Director's need for this is unknown.)

3. The above suggests opening the subject. Obviously, additional exploration should be made in using closed-circuit television for fast transmission of written, drawn, photographic and other graphic materials from a central library or researcher.

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